Job Description

Main Job Tasks and Responsibilities

- answer telephone, screen and direct calls
- take and relay messages
- provide information to callers
- greet persons entering organization
- direct persons to correct destination
- deal with queries from the public and customers
- ensure knowledge of staff movements in and out of organization
- monitor visitor access and maintain security awareness
- provide general administrative and clerical support
- prepare correspondence and documents
- receive and sort mail and deliveries
- schedule appointments
- maintain appointment diary either manually or electronically
- organize conference and meeting room bookings
- co-ordinate meetings and organize catering
- monitor and maintain office equipment
- control inventory relevant to reception area

Qualifications: 10+2 or Graduate

Age: 21-25Gender: Female

Salary range

INR 8,00,000 - 9,00,000 P.A. Subsidised transport from Faridabad

Desired Candidate Profile

Education:

Graduate BA/B/Com./B.SC.

Company Profile

MVN Society is a renowned and an elite co-educational institution in Faridabad, we believe in motivating students to emerge as successful global leaders through the establishment of high quality, reliable and cost effective education. MVN UNIVERSITY located at Palwal is affiliated to AICTE and offers PG and UG courses in Technology, Science and Management. Courses include B. Tech, M. Tech. in CS, Mechanical Engineering, ECE, Electronics, MVN also offers BBA and MBA

Contact Details

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